

**Intergovernmental Workgroup – Pre-Pilot Meeting Minutes – 03/20/08**  
**STATE of MI – ENVIRONMENTAL SCAN**

**Time:** 1:00 – 2:00 P.M.

**Present:** Linda Nordeen, Dianne Perukel, Tine Laux, Larry Scott

**Pilot Interviewee:** Jocelyn Vanda, Foundation and Community Service

**Reviewed Materials:**

1. Notes and forms from IG meetings re: Environmental Scan. Latest version of IG-ES scan is 01/18/09.
2. Research on DSS provided by LN. Packet of materials provided to Carolyn Foxall.
3. Time, Location and Logistics of pilot interview: Monday, March 24, 2008; 9 – 10 A.M.; team to meet Bonnie on 15<sup>th</sup> floor of Tower Building; DP will pick up TL at Cass North entrance at 8:40 A.M.; they will meet LN at interview site in lobby.

**Determined Process:**

(LN will send cover sheet and intervening variables sheet to Jocelyn ahead of time)

- A. Introduction/ Overview – DP
- B. Why her, why pilot – TL
- C. Interview – LN
- D. Potential Follow Up Sites / Next Steps – LN
- E. Thanks – TL
- F. Invite to de-process with team – DP

**Designated Roles:**

**Linda Nordeen:** Initial contact; arrangements; pre interview materials disbursement, lead interviewer.

**Dianne Perukel:** Support person for lead interviewer. Lead deprocessing in cafeteria.

**Tine Laux:** Provide FYIs to ODCP/SPF staff; minutes of pre-pilot meeting, interview, and deprocessing; provide anticipated materials (i.e. Logic Models, paper, pens, etc...) to team; finalize Environmental Scan document with input of team, time keeper.

**Potential Focus/Follow-Up Sites:** Foster Care, Bureau of Juvenile Justice, Child Welfare Training Institute, Adult Protective Services, Michigan Children's Institute, Children's Trust Fund, Youth In Transition, Teen Parent Program, Domestic Violence Prevention....